

## **CITY OF BURBANK**

### **TRANSPORTATION MANAGEMENT CENTER MANAGER**

#### **DEFINITION**

Under general direction, to manage the Transportation Management Center (TMC) for the City of Burbank; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages all operations and personnel associated with the Transportation Management Center (TMC); plans and directs the operation of the TMC that controls all of the City's traffic signal operations and timing functions, including but not limited to traffic signals, safety lighting, traffic system communications, closed circuit television (CCTV) installations, Dynamic Message Sign (DMS) installations, traveler information systems, and coordination with other agencies; coordinates traffic signal controller testing and signal timing and inspection of the traffic control system; prepares specifications and orders materials, supplies, and electronic equipment for the TMC; conducts studies and makes recommendations concerning computerized traffic signal system upgrades and improvements; supervises and approves the development and implementation of traffic signal timing plans; prepares operational procedures and policies on the operation of CCTV and DMS systems; provides technical assistance to the Traffic Engineering section in the design and development of traffic signal systems; develops and maintains computerized record system; assists in the emergency repairs of traffic signal systems; approves all contract work performed on the traffic signal master control system; designs and develops special operations and control mechanisms for traffic signal control; maintains daily work records for the TMC; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - traffic signal principles, methods, practices, and techniques; traffic signal timing practices and principles; fundamental electricity, electronics and microprocessors as related to traffic signal devices, electronic signs, closed circuit television, fiber optic communications, and associated electronic equipment; State of California Standard Specifications and Plans for Traffic Signals; principles and practices of sound personnel management and supervision.
- Skill in – developing and implementing traffic signal timing and coordination plans; management of fiber optic communications systems and electronic databases.
- Ability to - maintain computerized record system; interpret complex drawings, specifications, and contractual agreements; communicate effectively both orally and in writing; plan and layout work programs; establish and maintain effective working relationships with supervisors, fellow employees, the public, and outside agencies.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in engineering or related field and four years of experience working with a computerized traffic signal control system, including three years in a supervisory capacity, OR graduation from high school or equivalent and seven years of experience working with a traffic signal timing plans, including three years of experience in a supervisory capacity.

**License & Certificates:** A Valid California Class "C" driver's license or equivalent and International Municipal Signal Association (IMSA) Traffic Signal Technician Level III certification at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.